

STAT

12 November 1982

MEMORANDUM FOR THE RECORD

SUBJECT: IB Additional Space Requirements for FY 1983 and 1984

In addition to space currently occupied by the Insurance Branch, we have the following space requirements for FY 1983 and 1984.

Work Stations - 500 Square Feet - This additional space will allow for the placement of [] individuals whose work stations are in an inner corridor which is not intended for use as office space.

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Storage Requirements - 300 Square Feet - Currently the Branch has voluminous material which is stored in scattered locations throughout the Branch. During a recent safety inspection, we were advised that a great deal of our storage was unsafe and a potential fire hazard particularly in our file room vault. However, because of the classified nature and bulkiness of the items, we are forced to keep them in secure storage. Additional storage space for unclassified material would alleviate a great deal of our problem.

Word Processing Equipment - 150 Square Feet - Once approved, we will have space requirements to house the base unit and printers as part of the overall word-processing configuration.

Headquarters Office - 12x26 Feet

Note provided to [] office on 12 November 1982.

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IB Admin Logistics